Mrs. Tendvahl's Classroom Rules & Procedures

Rules and procedures are fundamental in life. We follow rules and procedures in our daily lives for things such as approaching a traffic light, operating a car, and making a letter. There are also rules and procedures in this classroom.

In order for all of us to be successful this year, we must know exactly what is expected of us everyday. Our classroom rules help us understand how we are supposed to act in class.

Rules

I. Classroom Rules

1. Be prepared
2. Follow Directions Quickly and Quietly
3. Raise Your Hand for Permission to Speak or Leave Your Seat
4. Make Smart Choices
5. Keep Your Dear Teacher Happy

Procedures

II. Procedures for Entering the Classroom

There is a specific way I want you to enter the classroom. I expect you to follow these procedures

1. You are not to stand or wait around in the hallway. You are to line up outside of my door and wait quietly until the previous period’s students have exited the room.
2. Enter the classroom quietly without running or pushing.
3. Take your assigned seat.
4. Copy the homework assignment from the board into your planner.
5. Work quietly and by yourself on the warm-up or read quietly.
6. Wait for further instructions from the teacher.

III. If You Are Late

You are late to class if you are not in your seat when the bell rings. If you are late to class you will receive the appropriate consequences for your tardy.

IV. If You Are Absent

It is your responsibility to make-up any assignments or tests in a timely manner when you return from an absence. Go to the file box marked “Absent Work” at the front of the room to find any missing classwork, and assignments by date. Be sure to check with a classmate for notes or further information. Then, return any missing work, within 1 day of returning from an absence. If you miss a test, we will schedule a time within 2 weeks to take the test.
V. Turning in Assignments

Turn in all assignments to the tray that is labeled with your period at the front of the classroom. Make sure the assignment has your full name, period number, and date. This should be in the top right hand margin of your paper. Homework should be turned in at the beginning of class. Homework will be written on the planner board at the back of the room and you are expected to copy it into your planner at the beginning of class.

VI. Extra Credit Assignments

There may be an opportunity to do extra credit assignments. Extra credit assignments will be related to the topic that we are studying. These assignments will require you to think and produce quality work. Anyone may turn in extra credit. Please don’t ask if there is extra credit available; I will let you know if I am offering an extra credit assignment that week.

VII. Getting Your Attention

There may be times when I may need to get everyone’s undivided attention so that I may give directions, explanations, answer group questions, etc. or if the noise level gets too loud. When I need everyone to stop talking and pay attention to me: I will say “I need your attention in 5, 4, 3, 2, 1” and I will raise my hand, counting down from 5. I may also say, “Class, Class” and you’ll respond with, “yes, yes” and your eyes on me.

When I use one of these attention signals you must.
1. Put down your pencil and stop moving.
2. Stop talking and look at me.
3. Wait for me to speak.

This procedure should take us no more than 10 seconds.

Occasionally, I will use the clapping method to get your attention. This will only be used during group work when you are expected to talk and collaborate. I will say “if you can hear me clap once.” You are expected to clap once if you can hear me and to be quiet if you are not clapping. I might also flip over my rainstick and when the sound from it stops, you will stop what your doing and wait for my instructions.

VIII. Procedure for the End of Class and Class Dismissal

Before the end of class, I will ask you to clean up your area and put away all of your belongings. When the bell rings, do not leave the classroom. The bell does not dismiss the class. I dismiss the class. Many times you will need to hear last minute information so I expect you to be in your seats and quite when the bell rings. I will hold the class until everyone is quiet.
IX. When We Have a Visitor
When we have someone come into our classroom who is not part of our class (teacher, administrator, student, parent) you are expected to follow the same classroom rules and procedures. You are expected to be polite to the visitor. Do not talk to the visitor unless he/she is talking to you directly. Continue working on your assignment as usual.
If the visitor needs to speak to me privately, I expect you to remain in your seat without talking until I finish speaking with the visitor.

X. When You Finish Early
If you finish all of your assigned work early you may
a) read independently
b) work on an assignment for this class or
c) work on projects or extra credit for this class.
d) work on assignments for another class.
DO NOT TALK OR DISTURB OTHERS.

XI. Classroom Rules
Classroom Rules are posted in the classroom. Let’s quickly review what each rule means.
1. Be Prepared (Bring paper, pencils, and books to class. Most importantly, bring an open mind and a good attitude. If you are not ready and willing to learn, chances are you will not learn anything and will somehow get in trouble for your actions or your attitude. I do not want this for you.)
2. Follow Directions Quickly and Quietly (You need to pay attention in order to understand the words coming out of my mouth so you can learn. Just staring at me or your book or the back of the person’s head in front of you will not help you learn. This also means you do whatever an adult tells you to do without complaining or arguing about it. Example: return books, go back to seat, copy from board, etc.)
3. Raise Your Hand For Permission to Speak or Leave Your Seat I expect that you’ll remain in your seat working. You have time before the bell rings to turn in assignments, so once the bell rings, you’re in your seat unless you get permission to be up. Likewise, I expect that you will not shout out in class or talk to your neighbor while I’m teaching. If you have a question, comment, or answer, raise your hand with the appropriate sign and I will call upon you accordingly.
4. Make Smart Choices (Respect the teacher by doing what she says, not talking back, not touching her property without permission, and following all school and classroom rules and procedures. Respect your classmates by listening when they speak and offering help when needed. This also means no swearing, teasing or name calling.)
5. Keep Your Dear Teacher Happy This rule doesn’t need any explanation. As long as you follow all the other rules, this rule is easy to follow. ;-)
XII. Restroom Policy
According to school policy, you are to use the restroom before school, after school, and during passing periods and at lunch. This rule will be strictly enforced. If there are emergencies, raise your hand and use the restroom signal. I may excuse you depending on the situation.

XIII. Consequences - My behavior expectations of you are high!
Everything we do in life has consequences. If you choose to run a red light, you must accept the consequences that come with it (traffic ticket, taking someone’s life, crashing your car, etc.). Consequences are the things that happen to you when you choose not to obey a rule. This is what will happen if you choose to violate one of the classroom rules:

1st Offense: Verbal warning - I will call your name to recognize your poor behavior and give you a chance to correct your behavior.
2nd Offense: Mark by Your Name (possibly move seats or complete a think sheet)
3rd Offense: 2 Marks by your name (conference with teacher & time away in another classroom)
4th Offense: 3 checks by your name (conference with teacher, lunch detention, & a call home)
5th Offense: 4 checks by your name (referral to the assistant principal's office.)

For any severe offenses (fighting, using profane language toward an adult, or possession of drugs or weapons), you will automatically be referred to the assistant principal.

XIV. Rewards
Life is not always about negative consequences. Many times good behavior and effort is rewarded. The same is true in this class. I will gladly reward those of you who behave appropriately and work hard. Rewards may come in the form of homework passes, nutritious treats, school supplies, 5 points added to an assignment, an open book test, or praise.

I understand that I am asking a great deal from you this year, but if we can all learn to follow these rules and procedures we can have a great year full of fun and engaging activities. If we cannot learn to follow these guidelines, class will be very boring. It is necessary for you to learn how to behave in class so that we can do group work, create projects, and take part in all of the other fantastic things that I have planned for us this year.

Welcome to class! It is going to be a great year!

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